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From: Head, Visual Information Management, MCCDC
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To: Distribution List

Subj: VISUAL INFORMATION (VI) POLICY LETTER 1-01

1. Occupational Field 46 lacks written policy that VI managers could use as leverage to increase or justify mission support requirements. Our community suffers from unwritten guidance, vague policy, and the absence of legitimate reference and supporting documents.
2. Realizing this deficiency, we are implementing the publication of VI policy letters. The intent of these letters is to provide timely policy that meets our needs-- **today**. This policy is in addition to current orders and directives pertaining to VI management. Each VI activity will be required to maintain these letters until they are canceled.
3. By the very nature of this intention, these letters are exactly what they state, "policy". Just as important as the letter, is your support in implementing and adhering to the policy. In addition, these policies must be disseminated to **all** VI personnel, civilian and military, of all ranks. Policy must be imbedded in each of us in order to standardize our practices and begin the process of speaking with one voice.
4. Future policy letters will be published as required and will be based on your recommendations. Each of you must take a pro-active approach in controlling our future.

J. CORE

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